CREATE EXPENSE REPORTS

From the **Expenses** application:

1. Click the **Create Expense Report** button under Actions.

2. Select **Create New Expense Report**.

3. Select your personal **Location** <u>not</u> where you traveled.

4. Click **OK**.

5. To add a new expense item, you will click the **Add** button

6. Complete all required fields, which may include **Date**, **Expense Item**, **Quantity**, **Per Unit Amount**, **Total Amount**, and **Memo**.

> <u>Note</u>: You can add additional expense items by clicking the **Add** button from Step 5. Or you can delete a line item by clicking 🗑 .

7. Attaching Receipts.

   a. Click **Attachments** in the top row and then click **Edit** to open the screen to drag and drop or upload your receipts. They can be saved all in one file.

   b. Click **Save** once your document has been uploaded.

8. You can finish the report by clicking **Submit** or if you think you will add more later you can select **Save for Later**.

Expense Line

🗑

Date * 06 / 27 / 2019 📅

> Enter Date of Receipt

Expense Item * ✕ Boots/Footwear ☰

> Find Expense Item

Total Amount * 135.66

> This is the total amount you spent, up to the max reimbursement for the item.

Currency * ✕ USD ☰

Memo Steel Toe Boots

> Not required, but helpful

*Cost Center ✕ 5410 Office of Traffic Operations ☰

*Function ✕ 010 Administration ☰

*Location ✕ Office Of Budget And Business Systems ☰

Project ☰

> Only add if your expense is related to a project.

*Additional Worktags ✕ Appropriation: S44 Highway Division ☰
✕ Fund: 0143 DOT Operating Fund-84

Billable ☐

Instructions

1. For employees with job assignments requiring a specific type of footwear, the Appointing Authority shall: a. Provide the required type of footwear which meets the Appointing Authority's safety standard; or b. Reimburse the employee up to one hundred fifty dollars ($150.00) during a two (2) year period.
(1) The first two year period will commence on July 1, 2017, and will end June 30, 2019;
(2) Each subsequent two year period following the above period, or
(3) A two year period commencing on the employee's employment date.
2. Approval must be provided by the Appointing Authority before any purchase.
3. Actual itemized receipts are required for reimbursement. Employees must seek reimbursement within 30 days of date of purchase on the receipt. See Procedure 204.250, 1.
4. Footwear purchased by employees must meet or exceed the Appointing Authority's safety standards or other requirements.

Item Details

Actual Receipt Amount 135.66

> This is where the receipt total goes, even if it is over the reimbursement total.

Itemization

Remaining Amount to Itemize 135.66/135.66 USD

Non-Recurring Charges

(Add)

0 items

> The DOT does not currently utilize this feature. **Please do not use**.

Attachments from File

Drop files here

or

(Select files)

> Click this button if you are attaching the receipt on the expense sheet as a whole. See step 7

Receipt Included ☑